

State of Connecticut
Department of Social Services
Job Opportunity

Social Services Medical Administration Manager

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: October 24, 2014

Closing Date: October 31, 2014

The Department of Social Services is currently accepting applications to fill one (1) Social Services Medical Administration Manager position located in the Division of Health Services, Pharmacy Unit.

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER

**Position: Social Services Medical Administration Manager
#34546**

Bargaining Unit: MP 67

Salary Range: \$93,896.00 - \$128,027.00

**Location: 55 Farmington Avenue
Hartford, CT 06105**

Eligibility Requirements: Candidates must have applied for and passed the Social Services Medical Administration Manager examination number 141030 and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLES OF DUTIES: Manages the staff in the unit to help administer all aspects of the pharmacy benefit for the Connecticut Medical Assistance Programs which include Medicaid, Medicaid Coverage for the Lowest Income Populations (MCLIP), HUSKY A/B, and Connecticut AIDS Drug Assistance Program (CADAP). This includes collaborating with and providing administrative oversight to our fiscal intermediary, Hewlett Packard, in the management of the State's Preferred Drug List (PDL), Drug Utilization Review (DUR) program, lock-in program, Prior Authorization (PA) program, and the e-prescribing program. Ensures the pharmacy program is in compliance with all Federal and State policies/guidelines. Develops and assists in the submission of State Plan Amendments. Attends and presents at various healthcare meetings on all aspects pertaining to the pharmacy benefit. Interacts with the General Assembly and other legislative representatives to provide information on the pharmacy program. Acts as the pharmacy unit liaison for other State agencies, pharmacy associations, Administrative Service Organization (ASO), Centers for Medicare & Medicaid Services (CMS), and other Federal agencies. Oversees and assists on all pharmacy reporting requirements at the Federal and State level. Assists in resolving constituent and provider issues/complaints and any other duties/responsibilities as necessary.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE SKILL AND ABILITY:**

Considerable knowledge of policy, regulations and laws applicable to medical care administration; considerable knowledge of public health programs and administration; considerable knowledge of federal and state medical care programs; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply management principles and techniques; considerable

knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills.

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EXPERIENCE AND TRAINING:

General Experience:

Nine (9) years of experience in the health services field involving the administration, planning or coordination of health care programs.

Special Experience:

One (1) years of the General Experience must have been a managerial, supervisory or consultative capacity with programmatic and administrative responsibility for a statewide health care program.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in human services or public administration may be substituted for one (1) additional year of the General Experience.

Note: This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Social Services Medical Administration Manager Examination Number 141030 and have received a passing score, or from state employees who already have attained permanent status in this class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, Attendance Records from July 2012 to present, and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

Maria L. Taylor, Principal Human Resources Specialist
The Department of Social Services
Human Resources Division
55 Farmington Avenue – 5th Floor
Hartford, CT 06105

Due to the large volume of applications received, we are unable to confirm receipt of applications.

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED BY FRIDAY, OCTOBER 31, 2014

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.